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by an agency of the United States Government. It also places certain restrictions on the disclosure of records containing information about an individual to other persons. The rest of the rules in this part:

(a) Explain how you may request access to or amendment of records about yourself that are maintained by the Panama Canal Commission (referred to in this part as “the Commission” or “the agency”);

(b) Explain the conditions under which the Commission may disclose information about an individual to others without the individual’s consent; and

(c) List the systems of records maintained by the Commission which are exempt from certain provisions of the Privacy Act, including the provisions for access and amendment.

§ 10.3 Definitions.

(a) All terms used in this part which are defined in the Privacy Act (5 U.S.C. 552a(a)) shall have the same meanings as they do in that Act.

(b) *Agency Records Officer* means the Chief, Administrative Services Division, Panama Canal Commission.

(c) *Director of Executive Administration* means the Director, Office of Executive Administration of the Panama Canal Commission.

(d) *System manager* means the official designated in the most recent Notice of Systems of Records published in the FEDERAL REGISTER, as having responsibility for a given system of records.

[44 FR 75312, Dec. 19, 1979, as amended at 46 FR 48659, Oct. 2, 1981]

§ 10.4 When this part applies.

(a) This part applies only to information about individuals that is maintained by the Panama Canal Commission in a system of records which has been described in a notice published in the FEDERAL REGISTER. This means that these regulations apply only to information about an individual that can be retrieved from a group of records by the individual’s name or other personal identifier (such as an employee identification number).

(b) Where another agency (such as the Office of Personnel Management) has published a notice describing a sys-

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tem of records that is partially under the control of the Panama Canal Commission, the Privacy Act regulations of that agency take precedence over the regulations in this part.

§ 10.5 How to make a Privacy Act request.

(a) You may find it helpful to review the descriptions of Commission systems of records, as published in the FEDERAL REGISTER, before you make a request. You may review these in the annual compilation of “Privacy Act Issuances,” available at libraries, or, upon request, at the Records Management Branch, Administration Building, Balboa Heights, Republic of Panama.

(b) To find out whether a particular system of records contains information about you, or to request access to records about yourself, you must:

(1) Write or visit the system manager or the Agency Records Officer. The title and address of the system manager are given in the Notice of System of Records published in the FEDERAL REGISTER. The office of the Agency Records Officer is located in the Administration Building, Balboa Heights, Republic of Panama, and that official’s mailing address is: Panama Canal Commission, Agency Records Officer, Unit 2300, APO AA 34011-2300 (or Balboa, Republic of Panama).

(2) Reasonably identify the system of records or the type of information, or records, you are interested in. Be as specific as you can. If you do not know which system of records is involved, it will be helpful if you identify the office where you believe the records may be located.

(3) Adequately identify yourself in accordance with the requirements contained in § 10.6 of this part.

(c) If you make your request in writing, state in your letter that you are making a request under the Privacy Act and clearly mark the envelope with the words “Privacy Act Request.” A request under 5 U.S.C. 552a which is not properly addressed and is not marked in this way shall not be considered to have been received by the agency until it has actually been received

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by the system manager or the Agency Records Officer.

[44 FR 75312, Dec. 19, 1979, as amended at 59 FR 26123, May 19, 1994]

§ 10.6 How to identify yourself.

(a) If you make your request in person, or if you wish to review your records in person, you must identify yourself to the system manager or the Agency Records Officer (or to a person designated by one of those officials) by showing at least one identification document containing your picture (for example, employee identification card, driver's license, passport), or at least two identification documents containing your signature, or other identification acceptable to the official concerned.

(b) If you make your request in writing, you must supply information that will help to verify your identity (for example, signature, employee identification number, date and place of birth), and you may also be required to provide the certificate of a notary public or other official authorized to administer oaths.

(c) Whether making your request in person or in writing, if you cannot identify yourself to the satisfaction of the system manager or the Agency Records Officer (or the person designated by one of those officials), you may be asked to make and sign a written statement asserting your identity and indicating that you understand that knowingly and willfully requesting or obtaining access to any record about another individual under false pretenses is a misdemeanor punishable by a fine of up to \$5,000 (5 U.S.C. 552a(i)(3)).

§ 10.7 How your Privacy Act request will be handled.

(a) The system manager or the Agency Records Officer will acknowledge receipt of your request within ten working days. At the same time, or as soon as possible after acknowledging receipt, that official will:

(1) Tell you that a record about you is maintained in the system of records you identified and tell how you may review it, or get a copy; or

(2) Tell you that no record about you is maintained in the system of records you identified; or

(3) Tell you that your inquiry cannot be answered or your request cannot or will not be granted because you have not adequately identified yourself or the system of records; because the system of records in question is exempt from the access provisions of the Privacy Act; or because the record or system of records in question is not under the control of the Commission.

(b) When the system manager or the Agency Records Officer makes a decision to grant you access to the records you requested, you normally may see the records or get copies of them right away. If, for any reason, the records cannot be provided immediately, that official will arrange with you a mutually acceptable time and place for you to review and copy the records. If that official cannot make the records available to you within 30 working days of receipt of your request, that official will advise you in writing of the reason for the delay.

§ 10.8 When, where, and under what conditions you may review the records.

(a) If you want to review your records in person, you will normally be required to go during regular working hours to the location specified in the Notice of the System of Records or to the office of the Agency Records Officer, in the administration Building, Balboa Heights, Republic of Panama. If you cannot go in person during regular working hours, you should telephone or write the system manager or the Agency Records Officer so that appropriate arrangements can be made for you to review the records.

(b) You must identify yourself to the system manager or the Agency Records Officer (or to a person designated by one of those officials) in accordance with the requirements contained in § 10.6 of this part.

(c) If you have been told that you may review your records in person, you may, upon your request, be accompanied by a person of your choosing. You will however, have to provide the system manager with a written signed statement authorizing disclosure of the